



### **Fertility 2018 Submission Guidelines**

Deadline for oral submission - **11 September 2017**  
Deadline for poster submission - **11 September 2017**

**Word limit: 300**

#### **Oral presenters**

Presenters each receive a 12 minute slot plus time for questions.

#### **Poster presenters**

A poster board within the exhibition hall will be allocated to each poster. All paper posters must be in portrait layout, preferably A0 size (841 × 1189 mm).

**If your abstract is accepted for either Oral or Poster presentation at least one author MUST register for the full conference.**

**Please note that failure to register may result in your abstract being withdrawn from the conference.**

*Registration, travel and accommodation charges are the responsibility of the presenter.*

All Posters must be on display from the beginning of conference 4 January and remain on display until the afternoon on the 6 January.

Attending co-authors will need to register independently at the applicable rate if they wish to attend any part of the conference.

The scientific committee will decide the type of communication for your abstract (oral presentation or poster presentation).

**All correspondence will be sent to the registered submitter. It is the responsibility of this person to pass on any relevant information regarding the submitted abstract and the conference to the other authors.**

# How to submit your abstract

## Using the online abstract submission system

1. Abstracts are required for all papers and posters. Abstracts **MUST** be submitted using the text entry template provided.
2. If you are submitting more than one abstract you can use the same email address and password for each abstract.

## Preparation of your abstract

1. A “blind” selection process will be used. No identifying features such as names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. Do not include the names of authors either. The names of the authors and their affiliations (institutions) will be requested separately when you submit the abstract on-line.
2. The title should be as brief as possible. Please capitalise only the first word, not each one. There should be no full stop at the end. Please **DO NOT** use upper case for the title.
3. The abstract is a short description of your work and should contain all the elements necessary to define your goals and introduce your results.
4. Abstracts should state, in 300 words or fewer, briefly and clearly:
  - Aims/ Objectives
  - Content of Presentation
  - Relevance/Impact
  - Outcomes
  - Discussion

## Withdrawing an abstract

If you want to withdraw an abstract please log in, click submissions and then edit submissions, choose the abstract you wish to withdraw and click on the pencil and paper image, you can see the option to withdraw. Otherwise, please contact the conference organisers at [fertility@profileproductions.co.uk](mailto:fertility@profileproductions.co.uk)

## The submission process

Log in to the submission system when your abstract is ready to submit.  
Submitting an abstract is a multi-step process. Each step makes several requests:

**Step 1:** Add submitter details

**Step 2:** Enter your abstract title, your abstract and references, category and presentation of presentation

**Step 3:** Add Author(s) name(s), affiliations and email (for each author please press save) and accept the terms and conditions

**Step 4:** Confirmation and Submit – please use this step to review your submission and confirm submission by pressing finish

During the submission process you will be asked permission for your abstract to be published on the conference website and abstract book.

## Amending a submission

You will be able to edit your abstract until the submission deadline, to do so:

1. Log in to the submission system, click on submission > edit submissions
2. You will see a list of the abstracts that you have submitted. Click on the pencil and paper next to the abstract that you wish to change
3. The process of amending an abstract is the same as the original submission process
4. When you reach the final step and press “Finish submission”